

UNIVERSITY OF
LOUISVILLE[®]

SCHOOL OF MUSIC 

FACULTY HANDBOOK

2011-2012

ACADEMIC YEAR

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UNIVERSITY OF LOUISVILLE SCHOOL OF MUSIC

Introduction and History

The University of Louisville School of Music offers the serious student of music an opportunity to study with distinguished faculty and to participate in a wide range of musical activities, both within the School and the community. Historically and philosophically, the School has had a profound impact on the cultural life of Louisville. Its faculty and administration have provided much of the leadership and talent for such groups as the Louisville Orchestra, the Kentucky Opera Association, the Louisville Bach Society, and the Chamber Music Society of Louisville.

The School of Music, founded in 1932, has been located on the Belknap Campus since 1980 in a building which was designed and built specifically for music. It contains two recital halls, a 15,000 square foot music library, forty-four teaching studios, seventy-six practice rooms, seven classrooms, two rehearsal halls, and three dance studios.

Mission

The University of Louisville School of Music is committed to teaching music as an artistic, academic, and professional discipline; to fostering in a variety of ways and for diverse communities the creation, performance, study, teaching, and therapeutic use of music; and to contributing innovative musical leadership in the city of Louisville and beyond.

Organization

The School of Music is organized into six Divisions:

- Applied Music Studies
- Ensembles and Conducting
- Jazz Studies
- Music History
- Music Theory and Music Composition
- Music Education/Music Therapy

Administration

Dr. Christopher Doane, *Dean*

Dr. Naomi Oliphant, *Associate Dean*

STAFF

Penny Brodie, *Program Assistant Sr.*, serves as the students' front-line contact as Receptionist in the Dean's Office and also serves as liaison for the Chamber Music Society.

Paul Detwiler, *Unit Business Manager Intermediate*, is responsible for administering all payroll operations of the School of Music and serves as unit budget coordinator preparing the School's annual operating budget.

Nevin Essex, *Piano Technician*, is responsible for the tuning and maintenance of the School's keyboard instruments, as well as the inventory and distribution of school owned instruments loaned to students.

Judith Hake, *Program Assistant Sr.*, oversees registration and provides administrative support for the Dance Academy and the Community Music Program.

Deborah Hawley, *Assistant to the Dean*, assists the Dean in the planning and administration of operational and personnel activities of the School and provides overall management of the Dean's Office.

Deborah Kalbfleisch, *Unit Business Manager*, oversees all activities related to the purchasing of goods and services for the School.

Angela Keene, *Facilities Coordinator Sr.*, oversees the use and maintenance of the music facility for classes, practice, rehearsals, recitals, performance-related matters, recital hall bookings, and special events.

Beth Loree, *Academic Counselor Sr.*, oversees all student academic matters including advising, student records, and Commencement.

Carolyn Nichols, *Technology Specialist Sr.*, provides technology support for students, faculty, and staff for desktop, classroom, and lab technology and software and maintains the School's web and Facebook pages.

Brad Ritchie, *Engineering Stage Technician*, provides back-of-house technical support for concerts, including audio recording, editing, and CD production, and oversight and maintenance of the recording booth and lighting system.

John Ritz, *Communications and Marketing Specialist*, is responsible for designing and preparing all concert and recital programs for the School of Music, publicizing events, and managing media relations.

Toni Robinson, *Admissions Counselor Sr.*, oversees the admissions process and outreach efforts for new freshmen, transfer, and international undergraduate and graduate students in the School of Music.

Tedi Vaughan, *Director of Development*, is responsible for fundraising for various projects and scholarships, and maintaining excellent relationships with School of Music alumni, donors, and the Friends of the School of Music.

Kaelah Williams, *Program Assistant Sr.*, provides administrative support for the School's band programs and the Division Heads.

Undergraduate Admissions

Every prospective School of Music student must successfully audition and submit the following before a formal admission recommendation is made:

1. a completed application for admission to the University, including the \$40 application fee;
2. a completed School of Music Scholarship Application (optional);
3. official high school/college transcript;
4. scores from the American College Testing (ACT) Program (required for all full-time applicants who have earned fewer than 24 acceptable semester credit hours in a college or university);
5. Test of English as a Foreign Language (TOEFL) - If English is not your native language, you must verify your English proficiency by submitting official, satisfactory scores (550 or higher for paper-based test, 213 or higher for computer-based test, or 79-80 on the internet-based test) or by successful completion of the Intensive English as a Second Language (IESL) program at the University of Louisville; and
6. names and contact information of two references, at least one of whom must be a music professional who has taught or directed the student (private teacher, high school teacher, ensemble director, etc.); the other may be another music professional or a high school teacher of a different subject.

All recommendations are pending the student's meeting minimum admission requirements of the School of Music (2.75 GPA and 21 ACT).

Faculty must not guarantee admission to any student nor make a promise of scholarship. Before approving a student's audition, the faculty member must examine the entire student file, including transcripts, letters of recommendation, etc.

Graduate Admissions

The minimum requirement for admission to a Master of Music degree program is a Bachelor of Music degree or its equivalent in the area to be pursued in advanced study. Students lacking the appropriate degree may be required to do remedial work before acceptance is guaranteed.

Graduate School Probation

All students admitted with a point standing below 2.75 will be considered "on probation." This means that if they do not receive a "B" average (3.0 GPA) for their first semester, they may be subject to dismissal.

No applicant with a grade-point average of less than 2.50 will be admitted

to graduate study. Under unusual circumstances, exceptions to this policy may be made upon specific recommendation and documented justification for admission by the Division Head or graduate program advisor. Such justification must be provided in writing to the Dean of SIGS, who must approve or disapprove the recommendation.

International Students

Students from foreign countries must meet three criteria before they can be granted admission:

1. They must meet the regular admissions standards as applied to all successful applicants;
2. They must show proficiency in English by a) scoring 213 or higher on the computer-based TOEFL examination, 550 or higher on the paper-based test, or 79-80 or higher on the Internet-based test, or by b) successful completion of the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville, or by c) documentation of the award of a degree from a recognized English language institution; and
3. They must present evidence of financial resources adequate to support their educational and living expenses in the United States for the duration of their studies. The award of a University Fellowship or Graduate Assistantship is considered evidence of adequate financial resources.

Test of Spoken English

Students whose native language is not an American or British Dialect of English may not be awarded teaching assistantships unless they present an acceptable score on the Test of Spoken English (TSE) or a locally administered teaching competency demonstration.

Undergraduate Academic Standards

Good standing is defined as a cumulative grade point average not less than the minimum GPA set by the degree-granting unit. School of Music students are in good standing when they have a minimum cumulative grade point average of 2.50.

1. UofL undergraduate students who, after the first 12 degree-applicable semester hours taken at UofL, have a grade point average below 2.50 will be placed on Academic Warning. They will be notified that their achievement is below expectations and be strongly encouraged to seek assistance, but no limitation will be placed on their registration for the next term.

2. In any semester subsequent to that described above, an undergraduate student whose cumulative grade point average falls below 2.50 will be placed on Academic Probation for the next semester in which the student enrolls. Undergraduate students on Academic Probation are notified that their achievement is below expectations and are subject to course and/or credit hour limitations, specified course registration requirements, or other intrusive advising interventions as deemed appropriate by their enrollment unit.
3. Undergraduate students on Academic Probation will have their records evaluated at the end of the probationary semester with one of the following outcomes:
 - a. a student will be restored to good standing in the School of Music.
 - b. a student whose cumulative grade point average is still below 2.50, but who earned a semester grade point average at or above 2.50, will be maintained on probation.
 - c. a student whose cumulative grade point average is below 2.50 and who earned a semester grade point average below 2.50 may petition for continuation on probation. The petition describing the student's plan of action to return to good standing must be submitted to the Associate Dean of the School of Music.
 - d. a student whose cumulative grade point average is still below 2.50 and who earned a semester grade point average below 2.50 will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded).
 - e. U of L students who are suspended or dismissed by the School of Music unit are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not enroll in any School of Music courses.
4. Readmission of suspended students is not guaranteed. In order to be considered for readmission, a student must submit a written petition to the Associate Dean of the School of Music and an "Application for Undergraduate Admission" form to the Office of Admissions. The petition must be received by the School of Music at least one month prior to the first day of classes for the semester in which the student seeks readmission. The petition should address the student's perception of the causes of poor performance, the steps the student has taken to address those causes, and a plan of action to return to good standing. Students who are granted reinstatement will be readmitted on probation.
5. No student will be reinstated more than twice; the third suspension is an

Academic Dismissal. A student academically dismissed can only return through special permission from the faculty of the School of Music.

Graduate Academic Standards

In order to be in good standing, graduate students must have a cumulative 3.0 grade point average. A student must be in good standing in order to graduate. No more than six (6) hours with any “C” or “C+” grade will be accepted toward a degree, and no grade below a “B-” will be accepted for a course in the student’s major subject area. A student whose cumulative grade point average falls below 3.0, or who fails to satisfy the published performance criteria, will be placed on probation. Students are ordinarily not permitted to continue on probation for more than one semester.

Undergraduate Dean’s List

A student who completes in one semester twelve or more graded credits with the grades “A”, “B”, or “C” and a 3.50 semester grade-point average, with no grades of “I,” “X,” or “U,” is named to the Dean’s List. The grade “P” has no effect on the determination for Dean’s List. A student who meets either of these standards in one semester will be awarded the appropriate honor through ordinary clerical procedures in the Office of the Dean.

Advising and Registration

All School of Music students are advised by the academic counselor who assists with registration, monitors progress in courses required for their major, and reviews progress made toward completion of Upper Division course prerequisites.

Advising is required for all music students until they have completed all prerequisites for Upper Division courses. (See Upper Division statement in the School of Music unit section and in the music degrees outlined in the undergraduate catalog.) Students will be blocked from registration for classes until the advising requirement has been satisfied. Registration periods can be found online at: <http://louisville.edu/registrar/registration-information>.

Continued registration after non-payment of tuition

Students who have not settled tuition bills by the withdrawal deadline shall be left on the course rosters and shall be allowed to complete the work of the term and will receive a grade for each course in which they are enrolled. Until their bills are paid, however, their access to registration (including registration for subsequent terms) and transcript services will be blocked. Students with unpaid bills who have applied to graduate in the unpaid term will be dropped from the graduation list and will have to reapply for graduation in a later term.

NOTE: This change affects only midterm cancellations. Registrations unpaid before the start of a term will still be cancelled as before.

Applied Music

All full-time students pursuing a professional degree in music (with the exception of Music Therapy majors) will receive a one-hour private lesson per week in their major applied music subject, regardless of the number of credit hours allowed for the course. Music Therapy majors are required to take 8 credits of study on their principal instrument. This can be done in 4 semesters of 1 hour lessons at 2 credits each or 8 semesters of 1/2 hour lessons at 1 credit each, or a combination of the two. Students enrolled in the B.A. degree program will receive at least a half-hour lesson per week in applied music. In general, applied music courses require one hour of daily practice for each hour of credit.

Teacher Assignments

Each entering student will be assigned to an applied music instructor. If students prefer to choose his/her own teacher, every effort will be made to accommodate those students. If, for any reason, students desire to change applied music teachers, they shall address their request in writing to the appropriate Division Head. The action taken must depend upon the circumstances in each instance.

Applied Grading

Undergraduate music students who fail to receive a grade between “A+” and “C-” for applied study **must repeat** that level. Graduate music students who fail to receive a grade between “A+” and “B-” for applied study **must repeat** that level. If a grade in the aforementioned appropriate range is not received at the end of the next semester’s study, the student will not be allowed to continue study in the School of Music. Exceptions to this rule must be by written notice of faculty action. If a student fails to show for their applied jury at the end of a semester, the student’s jury grade will be an “F.” The student’s **final grade** for the semester will also be an “F.”

The Course syllabus must clearly indicate that in order to determine a final applied grade, the applied instructor shall have the right to **raise or lower the jury or recital grade by one letter for the final grade**; this includes the sophomore evaluation examination semester or where a graded recital has substituted for a jury. Additionally, the instructor should indicate how the semester grade is calculated. **The semester grade, however, should not be indicated on the syllabus as a percentage of the final grade.** In cases where the student has failed to fulfill syllabus requirements, such as attendance, the instructor may lower the jury grade by more than one letter

for the final grade. Pink Slips should be on record in such cases.

Faculty will be provided with “Applied Lesson Report Sheets” to record weekly applied lesson grades. The weekly grades can be averaged to achieve the semester grade. Report sheets should be saved in case a student questions their final applied grade.

Faculty may grade their own students on all applied exams, including the sophomore evaluation examination.

Applied Juries

All students registered for **credit** in applied courses **must present a jury** at the end of each semester. This includes students studying at the Functional or Secondary levels. A required recital (or non-required recital of a minimum of thirty minutes of music) may take the place of a jury with the following restrictions:

- a. A student must appear for a minimum of one jury per year.
- b. A recital may not replace the Sophomore Examination.
- c. A substitution cannot be made if there is an application for advanced standing.

Jury Comment Sheets remain a permanent part of a student’s academic file. They should be returned to the Dean’s Office with the exam Jury Sheets. They will be copied and returned to the faculty member in order to share with students. Literature presented for examination may not be repeated in whole or in part at a subsequent examination. An exception may occur in areas that require a self-prepared work on the jury. In such cases, a self-prepared work presented at a jury may be repeated on a second jury if the work has later been studied in detail with the teacher.

For the sophomore evaluation applied examination (students registered for MUS 202, 204, 206, 212, 214), each student must perform eleven minutes of music consisting of a minimum of three pieces of varying styles. If the length of the selected works will not allow three pieces to be heard within the allotted time, the student should consult with the applied teacher to select appropriate cuts or stopping points. If a composition has an accompaniment, it must be performed with accompaniment. At least one of the pieces on the jury must be with accompaniment (with the exception of keyboard instruments, guitar, and harp).

Area Meeting Attendance

Attendance is **required** at all Area Meetings for students in the area. These are usually not weekly events, but held a few announced times during the

semester. Non-area meeting weeks are reserved for studio master classes during that time.

Public Performance

Students are encouraged to be active in public performance and should consult their applied teacher in preparing for their performances.

Teaching

Students wishing to teach should confer with their applied teacher.

NOTE: Teaching in the Music Building is strictly prohibited except under the auspices of the Community Music or collegiate programs of the School of Music.

Transfer of Credits

As stated elsewhere in this bulletin, the School of Music of the University of Louisville does not accept credits in applied music that have been earned at other institutions. At the end of the first semester in residence, however, a student may petition for advanced standing.

Attendance at Classes and Lessons

The catalogue **requires** that all faculty keep an attendance record for all classes and lessons. This information may be requested in cases of student complaints about grading. Students are expected to attend all classes and lessons. Attendance requirements **must** be stated in the syllabus.

Private lessons missed for any cause other than illness may not be made up. Lessons missed because of illness may be made up provided the instructor is given due notice. Each instructor keeps a record of attendance for all his/her classes. Excessive absences will be reported to the Office of the Dean by the teacher.

Student Performance Requirement

Students taking applied lessons for 2 or 4 credit hours must perform at least once per semester in a public forum after receiving credit for their first semester of applied study. Such performances may be of the following types: convocation, area recital, major opera role, full or half solo recital, solo performance with a major ensemble, or other performance sanctioned in advance by the student's instructor. Each performance must be included on the Repertory Record Form submitted at the applied exam.

Recital Attendance Requirements

All undergraduate music students must enroll in and complete six semesters

of MUS 097 Recital Attendance. To receive the grade of “Satisfactory” for this required non-credit course, each undergraduate student must attend a minimum of twelve (12) convocations or recitals for each of the six enrollments in MUS 097. Students are encouraged to attend concerts over and above the twelve required events, both on and off campus.

The grade will be determined as follows:

- Attend 12 or more = S (Satisfactory)
- Attend 9-11 = I (Incomplete)
- Attend less than 9 = U (Unsatisfactory)

The grade of “I” (Incomplete) must be made up the following semester by attending double the number of recitals/concerts missed to attain the grade of “S”. If the Incomplete is not made up the following semester, the Incomplete will lapse to the grade of “U” and the entire semester of Recital Attendance must be repeated to earn the required credit. No petitions will be considered.

Designated recitals and concerts include the following:

- Thursday convocations - students may count a maximum of seven (7) Thursday convocations per semester toward their Recital Attendance requirement.
- Faculty recitals
- Senior or Master’s recitals
- School of Music concerts given by the school’s major ensembles (Symphony Orchestra, Symphonic Band, Early Music Ensemble, Opera Theater, Collegiate Chorale, New Music Ensemble, Jazz or Jazz Repertory Ensemble, Concert Band, Wind Symphony, Wind Ensemble, University Chorus)
- A maximum of four concerts given by the school’s minor ensembles (Piano/String/Woodwind/Brass Chamber Ensembles, Jazz Combo, Clarinet/Flute/Guitar/Harp/Horn/Irish Music/Percussion/Historical Brass/Saxophone/TECHLA/Trombone/Trumpet/Tuba-Euphonium Ensembles, Community Band, Opera Workshop)
- Student composer concerts
- One musicale per semester sponsored by Delta Omicron
- One musicale per semester sponsored by Phi Mu Alpha

In addition, the following events held in the School of Music Building are acceptable:

- Guest artist recitals
- New Music Festival
- Louisville Orchestra concerts
- Chamber Music Society of Louisville

- Hattie Bishop Speed Endowed Concert Series
- Kentucky Center Chamber Players
- Ceruti Chamber Players
- Ars Vocalis

A minimum of two (2) attendance credits must be attained from attending concerts by the Louisville Orchestra, Kentucky Opera, Louisville Ballet, Chamber Music Society, Choral Arts Society, Kentucky Center Chamber Players, or Speed Series.

In order to receive credit for an off-campus concert, a student must submit a ticket stub (except in the case of a free concert) **and** program to the Instructor of Record for MUS 097. The student's name and ID number must be clearly written on the ticket stub and program submitted, and the ticket stub and program must be submitted **within one week of the performance date**.

Students may not receive recital attendance credit for convocations or other performances in which they participate as a performer. Students are advised to note this change from recital attendance requirements in previous years.

Coursework

Independent Study

Students may, with permission of the Division Head and the Dean, register for Independent Study in a particular area. The student must have a grade point average of 3.0 and at least sophomore standing. Independent Study consists of a project conducted under the direction of a faculty member. Independent Study should not duplicate courses that are regularly offered. Students obtain forms for Independent Study from the School of Music Academic Counselor, to whom the completed forms with required signatures and a course syllabus must be returned at the time of registration or no later than the Friday before classes begin. Credits earned through Independent Study are counted in the regular load.

Electives

Music electives in any Bachelor of Music degree should be chosen from courses in Music History, Music Theory/Composition, Music Education, Music Literature, Music Pedagogy, a secondary applied area, or a non-required ensemble. Courses beyond the degree requirement in the student's major applied area or in the required major ensemble(s) are not appropriate. For the Bachelor of Arts degree, in addition to the electives listed for the Bachelor of Music, applied music courses beyond the required four semesters are acceptable as music electives. Music history courses (MUH) will not be accepted as music electives.

School of Music students may count up to two one-hour Physical Education courses toward the general elective requirement.

Course Loads

Students will not be permitted to register for more than two hours in excess of the prescribed requirements in their course of study for any semester without special permission. No excess is allowed during the first semester of residence.

A student who has an average of 3.0 may be permitted to take hours in excess of the prescribed requirement with the consent of the advisor and the Dean.

A student may receive credit only for courses for which he/she has officially registered, and only for the number of hours specified for such courses in the catalog. It is the student's responsibility to ascertain that all courses show accurately in the registration system.

Course Schedule Changes

If you must drop or add a course, you first should meet with your advisor and the instructor of the course.

Grade Status Change

Audit status is offered only on a space available basis. For that reason, students may not register for a class in an audit status during early registration, nor may a student change from a graded status to an audit status during that period. Students may register for classes in audit status during regular registration (after early registration financial cancellations) and then only with written approval of the instructor of the course. Students are allowed to change from audit to graded status or from graded status to audit status at any time from the beginning of regular registration through the last day to add a class so long as they have approval from the course instructor.

Students are advised that such approval is the instructor's prerogative and that audit status may have implications for financial aid eligibility. Any change of status must be submitted on the form provided in the Schedule of Courses. Forms must be turned in to the Registrar's Office by the required date. A course taken for audit may be repeated for credit.

Pass-Fail Courses

Any School of Music student who has achieved Upper Division status and who is in good standing may take one elective course each semester outside

the major field on a pass-fail basis. Forms may be obtained in the Dean's Office. Any course which is taken to fulfill the University's General Education requirements or any "MUS" course to fulfill a degree requirement may not be taken on a pass-fail basis.

Internal Reporting of "F" Grades

To meet federal requirements for aid management and to avoid the university's increased liability for the return of federal aid monies, the online grading process will now request additional information whenever a grade of "F" is entered on the grade sheet. In the new process, the instructor will be asked to select "EF" (earned failure -- student completed the course but did not pass), "UF" (unearned failure -- student stopped attending; this entry will also request the date of last participation), or "NP" (never participated -- student never attended the class). The transcript and online grade reports will show only the grade of "F," regardless of the qualified mark entered by the instructor.

Repetition of Courses

Students may repeat to replace a maximum of four (4) courses with grades of "F", "D", or "C." For these four courses, only the last grade attained will be used in the GPA calculation. Courses in which a grade of "D" or "C" was originally attained may be repeated only once under the repeat-to-replace option. Students are not required to repeat an "F" grade unless the course is specifically required for graduation. Students should be aware all grades are displayed on the official transcript even after the repeat. All Schools and Colleges within the University will honor any previously granted repeats from other Schools and Colleges within the University.

A repeat form must be filed to activate this option. For courses retaken for which this option is not requested, both grades will be used in the GPA calculation, but students cannot receive double credit in hours required for the degree.

Withdrawal Procedures and Policies

The last day to withdraw from any course is in the *Academic Calendar* found online at <http://louisville.edu/calendars/academic/undergrad-grad.html>. Upon proper documentation of special circumstances, decisions for approval of late complete withdrawals may be made by the appropriate official or committee in the student's enrollment unit who will notify the instructors involved. Late complete withdrawals are those requested after the deadline to withdraw has passed and before the instructor has assigned a grade. After a grade has been assigned, the instructional unit has the authority to change the grade to a withdrawal.

Transfer Grade Acceptance

The University of Louisville recognizes appropriate course work done at other accredited universities and colleges and accepts that work according to the principles set forth in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices and state law.

Transfer work that is college-level, academic in nature, and earned at appropriately accredited institutions will be accepted and posted as credit earned (i.e., with no grade) and will be accepted as credit towards a degree, consistent with policies in effect for resident students.

The School of Music does not accept transfer grades below a “C” (“B” for graduate degrees). No credit is transferred for applied music or theory. Advanced standing for applied music may be awarded at a jury. Advanced standing for theory is awarded by examination. Music history credits are evaluated for transfer by the Music History faculty. Recital Attendance credits may be transferred. Principal ensemble credits may be transferred, but not to exceed one per semester. Those with Recital Attendance transfer credits, or documented ensemble experiences or courses, will be evaluated on an individual basis by the Dean’s Office.

Transfer Equivalency Determination

Transfer equivalencies are determined by the instructional unit or the “best fit” unit as determined by the Admissions Office in consultation with the Office of the University Provost.

Courses that meet general education requirements may be transferred under course equivalencies established in the Office of Transfer Services. In cases where no equivalency is established, the Office of Transfer Services will direct students to the university academic department, school, or college where similar courses are offered for evaluation of transfer credits.

Advanced Standing Credit

No credit is transferred for applied music or theory. Advanced standing credit in any applied music subject (piano, voice, organ, guitar, band, or orchestral instruments) or in music theory will be granted only by examination, and then only after the student has satisfactorily pursued advanced work in that subject for one semester.

Community College Transfer Limits Policy

For bachelor’s degrees, students must present at least sixty (60) semester credit hours earned at four-year institutions. Students must also meet residency requirements.

Academic Bankruptcy

University of Louisville students who have been out of higher education for at least two years and then return to achieve a 2.50 grade point average or higher in the first 12 degree-applicable credit hours are eligible to apply for Academic Bankruptcy. All degree-applicable courses taken during the term in which the 12-hour minimum is attained will be considered in determining eligibility for bankruptcy. Under this policy, students (if accepted) could remove one or more consecutive semesters of college work from their grade point average and semester hours completed calculation.

While bankrupted course grades are removed from the calculation, the course work does remain a part of their permanent record and the bankrupted work may be considered for financial aid and NCAA purposes, and may be evaluated if applying for honors or graduate/professional study. Additionally, students must be aware that Academic Bankruptcy is an internal policy, and the University of Louisville cannot guarantee how the work will be viewed by another university should the student choose to transfer. Students wishing to examine this option are advised to see an advisor in their enrollment unit for details of the process. Bankrupt semesters will not apply toward enrollment semesters when determining catalog year. Bankruptcy may be declared only once.

Fresh Start Policy

- I. The “Fresh Start” policy will not replace the current academic bankruptcy policies.
- II. Fresh Start will allow returning students with a grade point average (GPA) below the academic unit required GPAs to return to the university with a fresh academic record.
- III. Students interested in Fresh Start should contact the academic advising center in their academic unit for information on the policy and eligibility.
- IV. The “Fresh Start” policy, for all academic units, is as follows:
 1. An undergraduate student who re-enrolls in the university after an absence of two or more consecutive years without enrollment in higher education may request the university to reset the cumulative grade point average and hours earned during the period of previous residency.
 2. All courses taken remain on the permanent record. Only those courses with grades of “A”, “B”, “C”, “D”, or “P” are counted for credit. To preserve the integrity of academic programs, these conditions may apply: (a) students may not meet a general education requirement with a course in which a “P” was earned; (b) students

may be required to retake courses from academic terms covered by Fresh Start if the content-currency or major-GPA rules of a degree program, department or unit so dictate. Students returning under Fresh Start who are affected by either of the preceding conditions will be notified (at the time of readmission and in writing by the department or unit) of the condition and the additional requirements to be fulfilled in remedying the condition.

3. Financial aid regulations regarding receiving aid for repeat courses will still be administered according to federal regulations.
 - a. Financial Aid recipients will still have to adhere to the Satisfactory Academic Progress (SAP) policy administered by the Student Financial Aid Office. Federal regulations regarding SAP are currently under review, and the SAP policy will be changing. Students who are granted a Fresh Start who were previously held for SAP will need to contact the Student Financial Aid Office and will be responsible for submitting required SAP appeal and/or clearance documentation.
4. The student resumes an academic program with no cumulative grade point average for the period to which the Fresh Start applies. Courses repeated during the period covered by a Fresh Start will not be counted against the maximum of four such repeats allowed under university policy.
5. For the purposes of scholastic action and advising the student initially is assigned to the same scholastic standing as when he/she last attended the university. Thereafter, the student is subject to the conditions of probation, suspension and dismissal that govern all students. All courses taken at the university will be used in the calculation of the cumulative grade point and hour ratio considered for financial aid purposes and graduation with academic honors.
6. Under the provisions of this rule, a student must be re-enrolled for at least 30 hours before graduation after the Fresh Start has been applied to the academic record.
7. A student is eligible for only one Fresh Start.
8. Students who have earned a baccalaureate degree from the university are not eligible for Fresh Start.

Documentation to Support a Medical Withdrawal

In order to request a medical withdrawal from the university, the student must provide supporting documentation from the healthcare provider(s) on doctor/clinic letterhead which must include the following:

- Date of onset of illness or condition
- Date medical/clinical care first sought
- Dates patient was subsequently seen and was under subsequent medical care
- General nature of the medical condition and how/why it prevented completion of coursework (To ensure confidentiality, a provider may use a Release of Information form in order to document the condition.)
- If applicable, the provider is requested to comment on the potential consequences if withdrawal is not granted
- A comment on whether a patient was compliant with recommended follow up and/or treatment
- A brief comment on care plan and/or anticipated date or time to reach treatment goals

Academic Grievance Procedures

The School of Music follows the procedures for academic grievance in accordance with The Redbook, Chapter 6, Section 6.8.3.

Any student who considers filing such a grievance may consult with the Student Academic Grievance Officer for further information or review the procedure outlined in the general information section of this catalog.

Enrollment Standards

Enrollment units may establish grade point average standards that exceed the minimum grade point average requirements of the University. School of Music students are in good standing when they have a minimum cumulative grade point average of 2.50. Should an undergraduate student fail to meet the requirements of their enrollment units, they may be subject to enrollment restrictions, course repetition requirements, other corrective interventions, and ultimately, dismissal from their enrollment unit. A student who is dismissed from their enrollment unit may seek immediate transfer to an enrollment unit for which their cumulative grade point average is acceptable.

Grading System and Quality Points

At the end of each semester instructors report the grades of each student to the Registrar for permanent record. Grades and their corresponding quality points are:

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F (Failure)	0.0
S (Satisfactory)	0.0
U (Unsatisfactory)	0.0
I (Incomplete)	0.0
W (Withdrawn)	0.0

“I” automatically becomes “F” unless removed by the end of the next semester. (The “I” in applied music study must be removed within the first six weeks of the next semester.)

No work below a “C” (not a “C-”) will apply toward a major subject.

The grades of “S” and “U” may be received in applied music and class piano. When such a grade is received in a course, no hours, credit, or quality points are received, and the course must be repeated.

If a student fails to show for a class final exam, the student will receive a grade of “F” for the exam. It will be up to the instructor to decide whether the student will also receive a grade of “F” for the final grade, or whether the “F” exam grade will be included with the other grades for the semester. **The instructor’s policy for this must be clearly indicated on the syllabus.**

Graduate “C” Grades

No more than six (6) hours with any “C” or “C+” grade will be accepted. No grade below a “B-” will be accepted for a course in the student’s major subject area.

Posting of Grades

The public posting of student grades is strictly limited by FERPA and university policy, as stated in UofL's Guidelines to Protect the Privacy of Student Records at the University of Louisville: "POSTING OF GRADES". The public posting of grades by the student's name, social security number, student ID number, or any other identifier that would make it possible to discern confidential student information is a violation of FERPA."

Please note that this provision covers interim and exam grades as well as final marks for the term. The Blackboard course management system provides a secure and confidential means of notifying students of their grades on individual assignments as well as for the term.

University Grade Point Average

The University of Louisville calculates a University Grade Point Average which becomes the standard measure of performance and the official university calculation upon which academic decisions are made. The University Grade Point Average is determined at the undergraduate level, based upon all undergraduate course work taken at the University of Louisville. Courses numbered below the 100-level (000-099) taken in the 1998 Fall semester or after will not be used in the earned hours or University Grade Point Average calculation. Program Grade Point Average has ceased to exist as an official measure.

Catalog Year

Students pursuing an undergraduate degree shall meet the degree requirements in effect at the time of their first admission to any degree-granting unit of the University provided they have not had a break in enrollment of two or more calendar years. If a student has a break in enrollment of two or more calendar years, that student must apply for readmission to an enrollment unit and, if admitted, will be subject to catalog requirements in effect at the time of readmission. Students may elect to follow the most recent degree or program requirements established subsequent to their initial entry into a degree-granting unit.

The University reserves the right to issue and require immediate compliance with new requirements as may be needed to respond to certification, licensure, and accreditation issues. Individual units may have different catalog year requirements which supersede those indicated here. Students should consult the catalog section for their specific enrollment unit.

Plagiarism

Academic dishonesty is prohibited at the University of Louisville. A faculty

member should consult Section 5: Academic Dishonesty of the *Code of Student Rights and Responsibilities* found in the catalog. Before disciplinary action is taken, the faculty member should bring the problem to the attention of the Division Head and Associate Dean. Copies of all materials related to the issue will be placed in the student's file.

Pink Slips

Beth Loree has a supply of Pink Slips to be used in case of excessive absence or to warn students who are doing poorly in a class or applied lesson. During the semester, a Pink Slip **must** be sent to students if their grade average is **below a "C."** NOTE: Pink Slips should initially be sent **prior to the official withdrawal date of classes** (October 13, 2011 and March 1, 2012).

Student Evaluations

Student evaluations are now distributed online. During the online availability, please remind students to complete the evaluations. They are read by the Dean and Division Heads and are used for merit and promotion consideration.

Degree Programs

The collegiate department of the School of Music offers four degrees: Bachelor of Arts in Music, Bachelor of Music, Master of Music, and Master of Music Education.

Degree Requirements

Minimum Hours/Point Standing

To be recommended for a degree, the student must have completed the prescribed number of hours in the courses taken and must have a 2.50 cumulative grade point average for undergraduates and 3.0 grade point average for graduates.

Residency

For bachelor's degrees, thirty (30) of the last thirty-six (36) semester credit hours must be completed at the University of Louisville. Within the University, Schools and Colleges may set minimum credit hour requirements to be completed after formal acceptance into the School, College, or Department.

Application for Graduation

Candidates must apply for graduation at the beginning of the semester in which they expect to complete all degree requirements. Application for Degree forms may be obtained in the Dean's Office. Completed forms must be submitted to the Dean's Office by the date published for each semester in the Academic Calendar found online at <http://louisville.edu/calendars/>

[academic/undergrad-grad.html](#). The Dean's Office will conduct a degree audit following receipt of the forms; however, students are strongly urged to request a preliminary degree audit prior to their final semester so that any deficiencies in degree requirements can be identified early.

Graduation with College Honors

Undergraduate degree candidates may receive their degree with honors, high honors, or highest honors assuming they have met the following minimum grade point average upon completion of their final semester.

Degree with Honors	3.50
Degree with High Honors	3.75
Degree with Highest Honors	3.90

University-Wide General Education

Competencies, Content Areas, and Learning Outcomes

The General Education Program at the University of Louisville fosters active learning by asking students to think critically, to communicate effectively, and to understand and appreciate the following content areas: Arts and Humanities, Mathematics, Natural Sciences, Oral Communication, Social and Behavioral Sciences, and Written Communication. Additionally, students will acquire an understanding of Cultural Diversity through work in the content areas.

Students must complete 12 credit hours of General Education courses within the first 30 degree-applicable credit hours earned, and these 12 hours must include the successful completion of the first three hours in Written Communication; further, students must fulfill or begin working towards the Mathematics General Education requirement. Before completing 60 hours, the student must have completed 21 hours of General Education courses, including Oral Communication, Mathematics, and the second three hours of Written Communication.

Every course approved for General Education will address each outcome in every content and/or competency area for which it is approved. See the *Undergraduate Catalog* online at <http://louisville.edu/provost/GER> for the content and competency courses.

Ensemble Participation

The following are the guidelines by which undergraduate music students participate in ensembles:

1. All full-time undergraduate music majors are required to participate each semester in the principal ensemble designated for their primary instrument:

- Strings: Symphony Orchestra
- Woodwind, Brass, or Percussion: Symphonic Band, Concert Band, Wind Ensemble, Wind Symphony, Marching Band*
- Voice: Collegiate Chorale, University Chorus*
- Keyboard/Guitar: Any of the above dependent upon qualifications and/or interests.
- Jazz: Jazz Ensemble or Jazz Repertory Ensemble *

* *Specific ensemble assignment is solely dependent on the result of the ensemble audition.*

Note: The principal ensemble is the only ensemble that can fulfill the ensemble requirement for each degree program.

Full-time students who fail to register for a major ensemble each semester will be in violation of the catalog and subject to academic action. A student who fails to register for the appropriate ensemble during a semester will be placed on immediate Academic Warning. If the student has failed to resolve the ensemble registration by the end of the semester, the student will be placed on Academic Probation. **A student who fails to register for the appropriate ensemble in a second consecutive semester will, if the ensemble has not been added by the end of the first week of classes, be placed on immediate Academic Suspension.**

2. For all part-time students, participation in a principal ensemble must keep pace with the number of hours accumulated. For each 15 hours completed, at least one credit hour must be in ensemble.
3. Full-time non-degree (special) students must participate in an appropriate principal ensemble. Part-time non-degree students are not required to do so.
4. Music Therapy equivalency students holding a degree in music (or with a bachelor's degree in a different field, but whose transcripts indicate that they have taken eight (8) ensembles) are not required to take an ensemble.
5. Under no circumstances will participation in amateur, semiprofessional, or professional organizations outside the University be substituted for the University requirement.
6. After achieving Upper division status, the student may petition to have

a different major ensemble substituted for the designated principal ensemble. The petition must be made prior to the ensemble auditions for the semester during which the substitution will take place. Petitions for Fall semester substitutions will be due by April 21st of the preceding semester. Petitions for Spring semester substitutions will be due by October 21st of the preceding semester. The petition will be considered by the Ensemble Director's Committee, and the student will be notified of the committee's decision prior to ensemble auditions.

The committee will consider the following criteria, among others:

- (a) Student's degree program
- (b) Needs of the ensembles

Note: Substitution for principal ensembles is considered an exception to the guidelines for ensemble participation. Petitions must be submitted for each semester of substitution.

7. Wind/brass/percussion Music Education majors (Pre-Certification or Non-Certification) are required to fulfill two years of ensemble performance in the Marching Band. Entering students will be expected to fulfill this requirement during the freshman and sophomore years. Transfer students will be required to fulfill a minimum of one year. A second year may be required based upon evaluation of the transcript.

Major Ensembles

The following ensembles are designated as major ensembles with students eligible for one (1) hour of credit for participation. They are open to all qualified students of the University after consultation with the director.

- Black Diamond Choir
- Collegiate Chorale
- Concert Band
- Jazz Ensemble
- Jazz Repertory Ensemble
- New Music Ensemble
- Early Music Ensemble
- Marching Band (Fall only)
- Opera Theatre
- Pep Band (Spring only)
- Symphony Orchestra
- Symphonic Band
- University Chorus
- Wind Ensemble
- Wind Symphony

Minor Ensembles

The following ensembles are designated as minor ensembles providing students with one-half (.5) hour of credit for participation. These are open to all qualified students of the University after consultation with the director.

Chamber Ensembles

Students register for chamber ensemble under the section number assigned to the faculty member coaching the group.

Brass	Historical Instruments
Brass Chamber Music	Piano
Clarinet	String
Flute	Woodwinds
Harp	

Conducted ensembles

Standing organizations are listed below:

Community Band	Percussion Ensemble
Guitar Ensemble	Historical Brass Ensemble
Horn Ensemble	Saxophone Ensemble
Irish Music Ensemble	Techla
Jazz Band	Trumpet Ensemble
Jazz Improvisation	Trombone Ensemble
Instrumental Jazz Combo	Tuba/Euphonium Ensemble
Opera Workshop	Vocal Jazz Ensemble

Cardinal Singers is an ensemble open to all qualified students of the University after consultation with the director yielding 0.5 hours of credit.

Student Absence for Ensemble or Other School Sponsored Activities

When students must be absent from classes and/or campus for such events as ensemble tours, performances, or conferences, the responsible faculty member must provide a list of the students who will be gone and the dates of their absence. This list must be provided to the **full faculty a minimum of one week prior** to the start of the absence.

Excused Absences Policy

The university has an Excused Absences policy that allows student to be absent from class when they participate in university-sanctioned events or activities, the definition of which is as follows: "A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences..." Please refer to <http://louisville.edu/provost/what-we-do/classroom-policies/classroom-policies.html#excused-absences>.

Faculty will provide opportunities for students to make up work they miss as a result of university excused absences. Students who provide documentation

of participation in university-sanctioned events should not be penalized.

Public Recitals

School of Music students may schedule recitals any day when the recital halls are free, and the building is open, provided they have the approval of their instructor and the necessary signatures of appropriate faculty for grading when applicable.

Before a student schedules a recital with Angela Keene, Facilities Coordinator (Room 150B), the student must obtain a syllabus from the applied teacher. The syllabus will outline the following steps:

Guidelines for Degree Recitals

1. A completed **Recital Reservation Form**, along with payment of recital fees, must be submitted to Angela Keene, Facilities Coordinator (Room 150B), within two weeks of the time a recital date is tentatively reserved, or the date will be released. This form must include:
 - (a) The applied teacher's signature.
 - (b) The names and signatures of all performers (except for composition recitals).
 - (c) The names and signatures of the recital committee.
 - (d) The specific repertoire.
 - 1) **Performance and pedagogy degree recitals** are expected to show the performer's musical maturity and versatility. A degree recital program must be approved by the student's applied instructor. Minimum recital lengths will be determined by the appropriate area faculty and indicated on all applied syllabi.
 - 2) **For composition degree recitals**, all works must be by the student presenting the recital. Performance time must be a minimum of 50 minutes.
 - 3) **Practicums by Master of Music candidates in conducting** must be a minimum of 30 minutes. In some cases, it may be necessary to consider a conducting practicum a cumulative effort including performances from more than one concert, with a minimum of 30 minutes of music.
2. The **recital committee** shall consist of a minimum of three faculty members:
 - (a) The student's applied teacher.
 - (b) An additional faculty member from the student's applied area.
 - (c) A faculty member from a different division.

At least one member of a graduate recital committee must be a Senior

Member of the Graduate Faculty. The committee will hear the recital and grade it.

3. Recital Approval Process:

- a. For **performance and pedagogy degree recitals**, a **recital hearing** will be required **at least four weeks in advance of the recital date**, to be heard by the applied teacher plus two other faculty members. The student, in consultation with the applied teacher, is responsible for arranging the hearing. The student must bring a **Recital Hearing Form** and a listing of the recital program to the hearing. After the hearing, the applied teacher will immediately submit the completed form to the Academic Counselor to confirm the recital date.
 - b. For **composition degree recitals**, the student must show all scores and parts to the private teacher and one other composition faculty member, who will verify that all necessary materials are complete and of an acceptable quality for rehearsal and performance. This review committee must sign the Composition Recital Approval Form, which must include the names of all performers, at least four weeks in advance of the recital date. The student is responsible for obtaining the necessary signatures by the designated date, and the private teacher is responsible for submitting the form to the Academic Counselor to confirm the recital date.
 - c. For **conducting practicums**, the hearing shall consist of attendance at rehearsal(s) of the ensemble(s) preparing the practicum by the applied teacher plus two other faculty members **between one and three weeks in advance of the recital date**. The student, in consultation with the applied teacher, is responsible for disseminating a rehearsal schedule to members of the hearing committee. The student must bring a **Recital Hearing Form** and a listing of the recital program to the rehearsal(s). After the hearing, the applied teacher will immediately submit the completed form to the Academic Counselor to confirm the recital date.
4. All students presenting degree recitals are required to write **program notes**, except students presenting junior recitals. Piano Pedagogy students using the lecture recital option may substitute an appropriate hand-out. For vocal works, the program must also include the original texts and English translations. **Program notes must be reviewed at least five weeks before the recital date** by the applied teacher and one other faculty member. The program notes must receive signed approval by both reviewers (on the Program Information Sheet) before being submitted for printing.

5. **At least three weeks in advance of the recital date**, the student must submit a completed **Program Information Sheet**, with the appropriate signatures, along with a **complete recital program and approved program notes** (including texts and translations for vocal works) to the Publications and Media Relations Office for printing. The student must submit the recital program and program notes electronically, in the format specified by the Publications and Media Relations office, along with a typed hard copy.
6. The student must be enrolled in applied lessons (or conducting seminar for conducting practicums) during the semester in which the recital is presented.
7. The student is guaranteed at least three hours of rehearsal in the appropriate recital hall.

Guidelines for Non-degree Recitals

1. A non-degree recital may be a full recital (performance time must be a minimum of 50 minutes) or a shared recital (each participant's performance time must be a minimum of 25 minutes).
2. If the recital is intended to take the place of a jury examination, the recital shall be graded by a committee of three faculty members from the student's applied area.
3. A completed **Recital Reservation Form**, along with payment of recital fees, must be submitted to the Facilities Coordinator within two weeks of the time a recital date is tentatively reserved, or the date will be released. This form must include:
 - a. The applied teacher's signature.
 - b. The names and signatures of all performers.
 - c. The names and signatures of the recital committee, if one is required.
 - d. The specific repertoire.
4. **At least three weeks in advance of the recital**, the student must:
 - a. Submit a **Recital Approval Form**, signed by the applied teacher, to the Academic Counselor to confirm the recital date.
 - b. Submit a completed **Program Information Sheet** with the applied teacher's signature, along with a complete recital program, to the Publications and Media Relations Office for printing. The student must submit the recital program electronically in the format specified by the Publications and Media Relations Office, along with a typed hard copy.

5. If the student wishes to include **program notes** (not required for non-degree recitals), they must also be submitted electronically, along with a typed hard copy **at least three weeks in advance of the recital**. All program notes must be approved by the applied teacher.
6. The student must be enrolled in applied lessons during the semester in which the recital is presented.
7. The student is guaranteed at least three hours of rehearsal in the appropriate recital hall.

Additional Guidelines For All Recitals

1. A required or non-required recital of a minimum of 30 minutes of music may take the place of the jury at the end of the semester in which the recital is given, but with the following restrictions:
 - a. a student must appear for a minimum of one jury per year.
 - b. a recital may not replace the Sophomore Examination.
 - c. a substitution cannot be made if there is an application for advanced standing.
2. The above stipulations do not apply to those students whose teachers desire that they perform in programs not announced or open to the general public.
3. There is a fee for all recitals to help cover the cost of programs and recording. Students must refer to the Recital Guidelines Packets available in the Dean's Office.

Scholarships

Students in the School of Music who receive scholarships, performance awards, or work grants are expected to be among the most productive and visible students in the School of Music. They are expected to promote high standards of performance, excellence in academic studies, and be highly visible students in performing ensembles.

General Criteria

A minimum of a 3.00 semester GPA in music courses, a cumulative university GPA of 2.75, and full-time student status (12 earned credit hours) in a music major is required of all students to maintain an undergraduate music scholarship. If a student changes applied area, the student must re-audition for scholarship consideration. Scholarship students will be expected to enroll for applied lessons on their principal instrument at the principal or major level (the 101, 103, 105, 111, or 113 sequence) for a minimum of 2 credit hours during each semester that they hold a scholarship award.

Scholarship students will also be expected to enroll in the principal ensemble for their instrument during each semester that they hold a scholarship award. The exception to the requirement for applied lessons and ensemble participation is the student teaching semester for music education majors. Awards will be cancelled during a semester if the student withdraws from classes or drops below full-time status (12 credit hours), and the student will be required to repay that money to the University.

Undergraduate Scholarships

Current students who are pursuing a music major at the University of Louisville may request consideration for a new music performance scholarship or an increase in their current award by submitting a petition to the Scholarship Committee.

Students should submit a petition to the Scholarship Committee **no later than November 1st in a fall semester or April 1st in a spring semester**. The petition should include a letter of request from the student and a letter of support from the student's applied teacher. Both letters should be submitted together to the Admissions Counselor.

Scholarship decisions will be made during the first week of June for fall awards and the first week of January for spring awards. Students will be notified of petition decisions by mail.

School of Music scholarships are not the only aid available to you. The University of Louisville offers several scholarships for students regardless of major and is committed to making college affordable for its students. More than 50% of UofL students receive financial aid in the form of scholarships, grants, loans, and/or work-study programs. For more information, deadlines and to request application materials, call UofL Financial Aid at 852-5511, or visit the UofL Scholarship web site.

Graduate Scholarships

Current students who are pursuing a graduate degree in music may request consideration for a new graduate performance scholarship, service award, teaching assistantship, or fellowship or request an increase in their current award by submitting a petition to the Scholarship Committee. In order to be eligible for a financial award, a student must meet the following criteria:

- minimum 3.0 semester and cumulative GPA,
- enrolled full-time (9 or more credit hours) in graduate music courses.

Students should submit a petition to the Scholarship Committee **no later than November 1st in a fall semester or April 1st in a spring semester**.

The petition should include a letter of request from the student and a letter of support from the student's applied teacher or faculty mentor. Both letters should be submitted together to the Admissions Counselor.

Scholarship decisions will be made during the first week of June for fall awards and the first week of January for spring awards. Students will be notified of petition decisions by mail.

The Graduate School offers additional awards for graduate students including assistantships and scholarships for Ethnic Minority Graduate Students and Graduate Student Assistant positions outside of the School of Music. Please refer to their website for more detailed information about these awards or email graduate@louisville.edu with questions.

Annual Review

In addition to the review at the end of the semester, students who are awarded financial aid from the School of Music will be reviewed annually in a process that includes recommendations from the applied, ensemble, music theory, music history, and major area faculty as applicable to the individual student degree plan. Data based on progress toward the degree, musical progress, and general academic performance shall be subject to consideration from the School of Music Scholarship Committee and the Dean. Adjustments to annual financial aid awards may be made based on this joint review and recommendation. In addition, violations of either the University of Louisville *Code of Student Conduct* or the *Code of Students Rights and Responsibilities* may result in either the reduction or loss of a scholarship award.

Probationary Status/Revocation of Scholarship Awards

Undergraduate students not meeting the academic and/or musical expectations, including resolution of course incompletes in any semester, but maintaining a semester GPA in music of at least 2.75 and 12 earned credit hours with a cumulative university GPA of at least 2.50, are subject to a one-semester probationary period that includes a reduction of 20% of the award. Students not meeting the "General Criteria" for two consecutive semesters shall have their scholarship award revoked. Once a scholarship is revoked, any future scholarship consideration will be based on a new audition and a review by the Scholarship Committee and the Dean.

Acceptance of Financial Aid from the School of Music at UofL

The School of Music is a member of the National Association of Schools of Music and observes the Association Code of Ethics. With regard to offers of financial aid, the School of Music has adopted the following statement

that governs the offering and acceptance of financial aid:

In accepting this offer of financial aid from the University of Louisville, I understand that there is a mutual commitment on the part of myself and the institution. Therefore, I agree that after May 1 of the calendar year of matriculation into an undergraduate-level program, or after April 1 of the calendar year of matriculation into a graduate-level program, I will not consider any offer from an institutional member of the National Association of Schools of Music for the academic year 2011-2012 except with the express written consent of the music executive of the University of Louisville.

In addition, the University of Louisville operates under the following institutional guidelines as a whole:

This award can be combined with insitutional aid up to the University's total direct cost of attendance plus a stipend. Direct costs include tuition, room, board, and books. The University of Louisville is required to adhere to all federal, state, and institutional guidelines. If your aid package is adjusted as a result, you will receive notification in your University email. Policy information is available online at <http://louisville.edu/financialaid>.

Soloist Opportunities

Students who appear as soloists with the University of Louisville Symphony Orchestra must audition. The auditions, which are held on the fifth Friday of the fall semester, are open to any full or part-time students working toward a degree. The application to audition, which is available in the Dean's Office, must be signed by the applied music teacher and submitted to the Dean's Office at least two weeks before the audition date.

When a student is chosen to appear as soloist with the University of Louisville Symphony Orchestra, the student must perform the music offered at the audition. The work must be prepared in its entirety for the audition, but memorization is not a requirement for the audition or the performance. The student must provide an accompanist.

After the winner or winners of the audition have been selected, and at the discretion of the judges, two students may be selected to receive honorable mention. Students who receive honorable mention will be invited to perform as soloists with the orchestra in an open reading in the Recital Hall.

Upper Division Assessment

All students enrolled in a music degree program will be reviewed at the

approximate midpoint of the selected program in order for students to achieve Upper Division status. Students must meet the standards of this review to register for 400-level courses in music. Both the elements and standards of the review are established by the faculty and include credit for MUS 242 Theory IV; MUS 361-01 and 361-02 Music Literature; 4 semesters of Applied Instrument at the course numbers required for degree; MUS 359 Conducting (all BM programs; not required for BA programs); Piano Proficiency Examination; MUS 097 Recital Attendance, with “S” for 4 semesters; Ensemble Participation; cumulative 2.50 GPA (good standing); minimum of 48 credit hours completed; pass English 101 or 105; and 3 additional General Education courses.

Additional specific elements and standards appropriate to specific degree programs in jazz studies, music composition, music education, music history, instrumental and vocal performance, pedagogy, music theory, and music therapy are required of students in order to achieve Upper Division status and to continue in the degree program. Specific degree requirements are determined by the division and area faculties and are outlined in the *Music Student Handbook* and the various Division handbooks.

Address Changes

The School of Music is required to keep local and home addresses of all enrolled students. **Address changes should be reported promptly to both the Dean’s Office and the Registrar’s Office.**

Bad Weather Schedule

At times during the winter, bad weather may force a change in class schedules. Schedules for delayed class schedules can be found online at <http://louisville.edu>.

BUILDING MATTERS

Building Hours

During Fall and Spring semesters, the Music Building will be open the following hours (subject to change during holidays, breaks, and final exams):

Monday-Friday	7am - 10pm
Saturday	9am - 6pm
Sunday	1 - 10pm

WITH DAILY CARDINAL CARD ACCESS PERMITTED FOR ALL MUSIC MAJORS UNTIL MIDNIGHT. Music majors are permitted to remain in the building until 2am, and may enter the facility through the South Wing

entrance, only until midnight. During this time, please do not open the doors for anyone to enter with your card. Everyone who needs access should receive their own card. Please make sure the doors close behind you to keep everyone safe.

Once you receive your Cardinal Card (or receive a new one after a loss/theft), please notify Angela Keene, Room 150B, to have card the entered into the system for use. During holidays, the School of Music will have card access only, as the doors will remain locked.

During normal business hours, a student building guard will be available each evening and on weekends to provide information, assist with equipment, and to be available for emergency situations. In the event of an emergency and the building guard cannot be located, please notify the University Department of Public Safety at 852-6111.

Building Regulations

Student Lounge

A student lounge is located on the first floor of the South Building. It is the only area where eating and drinking are permitted. Please help keep the lounge clean and presentable for others by disposing of your refuse when you leave. This are is maintained for your use and comfort. Please help keep it clean and orderly.

Smoking

The Music Building is a non-smoking facility. Until further notice, smoking is permitted on campus in designated areas outdoors (none of which are on the School of Music premises). Please help keep the area clean by disposing of materials in proper containers and refraining from smoking on Music School grounds. Belknap campus will become a smoke-free zone in November 2010. To find designated smoking areas on campus, please go to <http://louisville.edu/smokefree/>.

Eating and Drinking

Eating and drinking are not permitted in classrooms, rehearsal halls, practice rooms, performance halls, or hallways. Please confine this activity to the Student Lounge.

Bulletin Boards and TV Monitors

Bulletin boards and TV monitors are located in many areas around the Music Building. Several of the bulletin boards are designed for specific area or departmental notices. Learn where notices for your area will be posted. This will allow you to communicate most effectively with day-to-day changes in your department. **Notices MUST NOT be posted on walls,**

glass, windows, elevators, doorways, painted or wood surfaces. The monitors are located in the main lobby and the vending area. Not only do they post current and upcoming events, they allow for viewing of recitals outside the recital halls.

Discrimination Policy

It is the policy of the University of Louisville to maintain the campus as a place of work and study for faculty, staff, and students free of any discrimination in the education environment.

Sexual Harassment Policy

Sexual harassment is a form of sexual discrimination and is prohibited in the workplace and educational setting. It includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature especially when it creates an intimidating, hostile, or offensive educational environment, or unreasonably interferes with an individual's work or academic performance. The following types of behavior could constitute sexual harassment:

Verbal: Sexually suggestive comments or jokes; repeated unwelcome advances

Non-verbal: Obscene or offensive gestures, leering/ogling; cartoons or photographs with sexual content

Written: Letter, websites, or e-mail with sexual content

Physical: Unwelcome touching; deliberate offensive contact

Classroom Conduct: Sexual comments that bear no legitimate relationship to the subject matter of the course. Use of profanity and inappropriate or degrading comments or behavior will also not be tolerated.

It is the University's responsibility to respond to every complaint of sexual harassment, to investigate the situation considering the rights, and to the extent possible, privacy of all involved, and to recommend appropriate actions and sanctions depending on the circumstance. Disciplinary action may include suspension or dismissal.

Dwight D. Anderson Memorial Music Library

Founded in 1947, the mission of the Library is to support the curricular and research needs of School of Music students and faculty as well as the needs of music related studies throughout the University. The Library is housed on three floors of the School of Music building. The collection includes over 65,000 volumes of books, periodicals, and printed music and over 25,000 recordings and videos. Among the special collections housed in the Library are archival materials related to music in Kentucky, including sheet music printed in Louisville, the Isidore Philipp Archive, and all materials related to

the Grawemeyer Award for Music Composition. A collection of eighteenth- and early nineteenth-century prints and manuscripts owned by the Ricasoli family of Tuscany is also housed in the Library. An extensive listening area is located in the Library along with computers to access the online catalog and internet resources.

Reference materials, periodicals, and recordings are available for in-house use. A substantial collection of books and music may be checked out. The I.D. card received from the University Registrar serves as a library card.

During regular Fall and Spring terms, the library is open the following hours:

Monday - Thursday: 8:00am - 9:00pm

Friday: 8:00am - 6:00pm

Saturday: Noon - 5:00pm

Sunday: 2:00pm - 9:00pm

** (Schedule subject to change during holidays, breaks, and final exams.)*

Lockers

Lockers are available in various locations in the Music Building for a deposit of \$5.00. Only locks supplied by the School of Music are allowed. Any other lock will be removed without notice. The lockers must be cleaned at the end of the year, and the lock turned in. To obtain a locker and lock, see Angela Keene, Facilities Coordinator (Room 150B).

Practice Rooms

Open practice rooms in the School of Music are available on a first-come, first-served basis for use by students at UofL who are enrolled as music majors or for non-majors who are enrolled in applied music courses. Open practice rooms do not require a key; those rooms are: 168, 169, 171, 172, 173, 175, 176, 180, 181, 182, 183, 184, 185, 186, 271, 272, 273, 275, 276, 277, 279, 280, 284, 285, 286, 287 288, 289 & 290.

Piano, percussion, and organ rooms require a key. Students will pay a deposit of \$10 per key per academic year. The keys are to be returned at the end of the academic year by the posted date (typically after last day of exams). Students who fail to return the keys by the posted dates will forfeit their deposits. Lost keys will result in the forfeit of the deposit and will require another deposit to obtain another key. For safety and security reasons, personal items must not be left in practice rooms.

To make arrangements for practice room keys, see Angela Keene, Facilities Coordinator (Room 150B).

Recital Hall Usage

The recital halls and rehearsal rooms are not practice rooms. Reservations for use of either of the recital halls are made through Angela Keene, Facilities Coordinator (Room 150B). Faculty and student recitals, concerts, piano tuning, and visiting artists must always have first priority in the halls and take precedence over all others. Faculty, student, and ensemble recitals have first priority during the week before a performance. A recital hall may be reserved up to three hours if the performance is to take place there and time in the hall is available.

Teachers wishing to work with students in performance practices will have second priority in the recital halls. Teachers should try to limit themselves to no more than two hours of such rehearsal per week; practice times may not be reserved more than one week in advance.

Any faculty member, ensemble, or student (with their teacher's written consent) may use the recital halls for rehearsals, but may sign for this use not more than five days in advance and only for one hour at a time. **Final decision concerning priority rests with the Dean's Office.**

Security System

The University of Louisville Department of Public Safety has installed an electronic alarm system for safety and security which will summon immediate aid should you become physically disabled or feel threatened by an intruder or assailant while you are in the building. Emergency push button stations are installed in practice rooms, dance studios, and women's restrooms throughout the building.

Students and faculty should be aware of individuals in the Music Building who are unknown or who appear not to be students or who have no business in the building. Do not approach them; instead report their presence immediately to the Dean's Office or, if appropriate, notify the Public Safety Office (852-6111).

STUDENT ORGANIZATIONS

Various professional and social organizations are open to interested and qualified students, but freshmen in the School of Music are encouraged not to pledge any social or professional sorority or fraternity during their first semester of study.

Association of Student Composers (ULASC)

An organization committed to support and promote music composition and

provide information concerning competitions and performance venues.

Delta Omicron

A professional music fraternity. The chapter focuses its activities on promoting professional competency and achievement in the field of music. The organization encourages high scholarship and growth in the performance and appreciation of good music. It is also a service group for the school, the university, and the community.

MENC Student Chapter

Students involved in pursuing a music education major are affected by music education activities not only at the local and state levels, but at the national level as well. The best way to keep in touch with these activities is to join the Student Music Educators National Conference (SMENC). For additional information about the SMENC, contact the Music Education/Music Therapy Area.

Music History Club

The Music History Club welcomes the membership of any student or faculty member interested in music history. The Music History Club sponsors films by distinguished scholars and performers, trips to special events, and student colloquia. The Music History Club also sponsors an annual essay contest in which prizes are awarded for the best essays on a musical subject written by a university student.

The Music Therapy Organization at UofL

The Music Therapy Organization at the University of Louisville is open to music therapy majors and others interested in the use of music in therapy. MTOUL provides information about music therapy and its uses, expands opportunities for members to hear from music therapists and related professionals, and encourages involvement in music therapy professional organizations and attendance at conferences.

Phi Mu Alpha Sinfonia

A professional music fraternity for men to encourage and actively promote the highest standards of creativity, performance, education, and research in music in America. It also provides service to the School of Music.

Student Council

The Student Council in the School of Music is an important student organization deeply involved in representing students' concerns and opinions to the faculty and administration. The Student Council also sponsors a number of social and professional events throughout the academic year.

